



## NORTHWEST POWER NORTHWEST VALUES

**Job Title/Series/Grade: Web Manager, GS-301-12/13**

**Job Announcement Number: 006098-09-DE**

**Duty Location: Portland, OR**

**Position Information: This is a permanent position with a full-time work schedule.**

**Anticipated Number of Positions To Be Filled: 1**

**Opening Date: 02/04/09**

**Closing Date: 02/19/09**

**Salary range: GS-12: \$71,087 - \$92,409  
GS-13: \$84,533 - \$109,895**

**Organization: Corporate, Public Affairs, Communications - DKC**

**Who May Be Considered:** Applications will be accepted from United States citizens.

**Job Summary:**

The Bonneville Power Administration, headquartered in Portland, Oregon, is a federal agency under the U.S. Department of Energy. BPA serves the Pacific Northwest through operating an extensive electricity transmission system and marketing wholesale electrical power at cost from federal dams, one non-federal nuclear plant and other nonfederal hydroelectric and wind energy generation facilities. BPA aims to be a national leader in providing high reliability, low rates consistent with sound business principles, responsible environmental stewardship and accountability to the region.

For information on BPA's Mission, Vision and Core Values, please click on the following link: [www.bpa.gov](http://www.bpa.gov).

**Key Requirements:**

- Pre-Appointment Background Investigation is Required.

**Notes:**

The full performance level of this position is **GS-13**.

This position may be filled at the **GS-12** or **GS-13** level. You must indicate on your application the grade levels for which you are applying. Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

**Current permanent Federal employees with status may also apply under Merit Promotion procedures to vacancy announcement 006092-09. Merit Promotion announcements can be viewed at [www.jobs.bpa.gov](http://www.jobs.bpa.gov). You must submit separate and complete application packages for each announcement for which you would like to be considered.**

**Major Duties:**

This position will develop the look and feel of Bonneville's web presence.

Here are some of the things you'll work on as Web Manager:

- Consult on the development of new or redesigned Web content to ensure adherence to policies, standards, best practices, and clears final products for implementation
- Serve as an evangelist for content management at BPA
- Serve as content consultant and catalyst for developing and promoting new media uses of internet technology to improve the way BPA does business and serves citizens.

You will need to bring a great set of consultation and collaboration skills to balance the disparate needs of internal organizations and the general public, a sound sense of the Web industry, its market, practices and product development cycle. Ultimately the responsibility of the position is to improve and enhance the way BPA delivers information to customers and ratepayers.

**Qualifications:**

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related. **SPECIALIZED EXPERIENCE:**

**GS-12:**

- Experience implementing web content standards, policies, procedures and standards for an organization's internal and external web presence.
- Experience using a limited version of Distributed Content Management systems (such as SharePoint) for the presentation of unstructured data on an internal, enterprise-wide site.
- Experience creating criteria for collecting useful web usage data and analyzing that data to optimize content effectiveness.

**GS-13:**

- Experience implementing Distributed Content Management systems (including elements such as approval process and workflow) and the presentation of unstructured data on an external, enterprise-wide site.
- Experience implementing web content standards, policies, procedures and standards for an organization's internal and external websites.
- Experience determining the most successful use of a wide range of web functionality (such as podcasting, broadcasting, streamed videos, blogs, and RSS).
- Experience creating criteria for collecting useful web usage data and analyzing that data to optimize content effectiveness.

**Note:** In order to be rated as qualified for the position, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

**VETERANS PREFERENCE:** Five-point preference is given to those honorably separated veterans (this means an honorable or general discharge) who served on active duty (not active duty for training) in the Armed Forces: during any war (this means a war declared by Congress, the last of which was World War II); during the period April 28, 1952, through July 1, 1955; for more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976; during the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or for more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti. You must submit a copy of your DD-214 (Member 4 copy of your discharge papers) with your application. You may be entitled to a 10-point veteran's preference if you are a disabled veteran or Purple Heart recipient or you are the widow, widower, or mother of a deceased veteran. You must submit a Standard Form 15 (SF-15) and documented proof of your claim to receive 10 pt. preference.

**CAREER TRANSITION ASSISTANCE PROGRAM/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM**

**(CTAP/ICTAP):** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of 'well qualified'. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. **NOTE:** For CTAP/ICTAP, well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable. For additional information please refer to <http://www.opm.gov>.

**How Will You Be Evaluated:**

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Failure to submit narrative responses to the KSAs may negatively affect your eligibility and/or rating.

1. **Knowledge of information architecture, taxonomy and distributed content management.** *(Describe your experience developing an effective distributed content management system and its associated standards, policies and procedures.)*
2. **Ability to determine most effective use of web 2.0 technologies to communicate with specific constituents groups.** *[Describe your experience developing and analyzing web usage data to determine the most effective types of web functionality (such as podcasting, broadcasting, streamed videos, wiki's, twitter, blogs, RSS and other social-networking technologies) to communicate with constituent and employee groups. Include specific descriptions of leading cross-departmental or enterprise-wide efforts.]*
3. **Project Management. Ability to apply project management principles and techniques, set objectives and targets, create work plans, and reliably deliver on expectations in an environment of competing demands.** *(Provide examples of the projects or other work you have organized and managed, how you prioritized that work, and the outcomes in terms of delivering on expectations.)*
4. **Effective Communications. Ability to clearly and concisely communicate information both verbally and in writing**

**to a wide variety of audiences sufficient to present complex concepts and ideas to management and to negotiate the resolution of complex issues.** *(Describe your experience in communicating orally and in writing, including the purpose and result of that communication.)*

#### **Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

#### **APPLICATION INFORMATION:**

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

#### **HOW TO APPLY:**

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities
3. If you are applying for consideration with 5-point veteran's preference, you must provide a copy of your DD-214 (Member 4).
4. If you are applying for consideration with 10-point veteran's preference, you must provide a copy of your DD-214 (Member 4), Standard Form 15 (Application for 10-Point Veteran Preference), and documented proof of claim as specified on SF-15. ([SF-15 form](#)).
5. All applicants are encouraged to complete and submit **BPA Form F3330-11e**, Applicant Disability, Race/National Origin and Gender Identification form (attached).

#### **REQUIRED INFORMATION ON RESUME\*:**

**Please do not include Social Security Numbers or birth dates on any documents submitted.**

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Country of citizenship.
5. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
6. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), salary, hours worked per week, salary).
7. Indicate if we may contact your current supervisor.
8. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

**\*\*Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

**FORMS AVAILABILITY:** All application materials may be obtained from all Bonneville Power Administration Human Resources offices at 905 NE 11<sup>th</sup> Avenue, Portland, OR 97232, or by calling 503-230-3810, or 1-877-975-4272. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Employment Center at 503-230-3810, or 1-877-975-4272.

***Applicants should retain a copy of their application as BPA does not return applications or provide copies.***

#### **WHERE TO APPLY:**

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Human Resources, Employment Center – NHR-1, PO Box 3621, Portland, OR, 97208-3621. If applications are delivered in person, they can be delivered to: Bonneville Power Administration, Human Resources, Employment Center, NHR-1, 905 NE 11<sup>th</sup> Avenue, Portland, OR

97232. ***Please note that if you do not currently have a building access pass, and are hand delivering your application, you will not be able to gain access into the building after 6 p.m.***

**RECEIPT OF APPLICATION:**

Your complete application must be received no later than 11:59 pm Pacific Time (PT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 11:59 pm PT.

Applicants will be notified of receipt of their application package.

**FAX APPLICATIONS:**

Faxed applications should be sent to 503-230-3149. Applicants are responsible for ensuring that application materials transmit successfully.

**EMAIL APPLICATIONS:**

Applications should be sent as email attachments to: [jobs@bpa.gov](mailto:jobs@bpa.gov). The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

**Contact Information:**

Human Resources - NHR-1  
Phone: 1-877-975-4272  
Fax: 503-230-3149  
Or Write:  
Bonneville Power Administration  
P.O. Box 3621  
Portland OR 97208-3621

**What to Expect Next:**

You will receive notification that we have received your application. This notification will also explain our process in more detail. You may check the status of closed vacancy announcements on our website at: [http://www.jobs.bpa.gov/Job\\_Search/index.aspx](http://www.jobs.bpa.gov/Job_Search/index.aspx)

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Veterans Information**

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

**Legal and Regulatory Guidance**

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the

Selective Service System, or are exempt from having to do so under the Selective Service Law.

**APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND GENDER IDENTIFICATION**  
(Please read the instructions and Privacy Act Statement before completing this form)

**PRIVACY ACT STATEMENT**

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code, Section 2000e of Title 42 of the U.S. Code; and Section 791 of Title 29 of the U.S. Code.

1. Vacancy Announcement Number	2. Position Title, Series, Grade
3. Name (Last, First, Middle Initial)	Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)

5. Gender ☐ Male ☐ Female

**6. SECTION A. DISABILITY STATUS**

--	--

A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

01. I do not wish to identify my handicap status.

05. I do not have a disability

**SPEECH/HEARING/VISION IMPAIRMENTS**

13. Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).

15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).

16. Total deafness in both ears, with understandable speech.

17. Total deafness in both ears, and unable to speak clearly.

22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected – "Tunnel vision").

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting devices such as glass or projector modifier).

24. Blind in one eye

25. Blind in both eyes (no usable vision, may have some light perception)

**MISSING EXTREMITIES**

27. One hand

28. One arm

29. One foot

32. One leg

33. Both hands or arms

34. Both feet or legs

35. One hand or arm and one foot or leg

36. One hand or arm and both feet or legs

37. Both hands or arms and one foot or leg

38. Missing both hands or arms and both feet or legs.

**NONPARALYTIC ORTHOPEDIC IMPAIRMENTS** (Because of chronic pain, stillness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

44. One or both hands

45. One or both feet

46. One or both arms

47. one or both legs

48. Hip or pelvis

49. Back

57. Any combination of two or more parts of the body

**PARTIAL PARALYSIS** (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

61. One hand

62. One arm, any part

63. One leg, any part

64. Both hands

65. Both legs, any part

66. Both arms, any part

67. One side of the body, including one arm and one leg.

68. Three or more major parts of the body (arms and legs)

**7. COMPLETE PARALYSIS** (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

70. One hand

71. Both hands

72. One arm

73. Both arms

74. One leg

75. Both legs

76. Lower half of body, including legs

77. One side of body, including one arm and one leg

78. Three or more major parts of body (arms and legs)

**OTHER IMPAIRMENTS**

80. Heart disease with no restriction or limitation of activity (*History of heart problems with complete recovery.*)

81. Heart disease with restriction or limitation of activity

82. Convulsive disorder (*e.g. epilepsy*)

83. Blood disease (*e.g. sickle cell anemia, leukemia, hemophilia*)

84. Diabetes

86. Pulmonary or respiratory disorders (*e.g. tuberculosis, emphysema, asthma*)

87. Kidney dysfunction (*e.g. if dialysis [Use of an artificial kidney machine is required]*)

88. Cancer (*a history of cancer with complete recovery*)

82. Cancer (*undergoing surgical and/or medical treatment*)

90. Mental retardation (*Chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.*)

91. Mental or emotional illness (*A history of treatment for mental or emotional problems.*)

92. Severe distortion of limbs and/or spine (*e.g. dwarfism, severe distortion of the back*)

93. Disfigurement of face, hands, or feet (*e.g. distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.]*)

94. Learning disability (*A disorder in one or more of the processes involved in understanding, perceiving, or using language Or concepts [spoken or written]; e.g. dyslexia.*)

06. I have a disability, but it is not listed above: Describe below:

**SECTION B. ETHNICITY AND RACE IDENTIFICATION: Specific Instructions:** The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

**Question 1. Are you Hispanic or Latino?** (*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*)

☐ Yes

☐ No

**Question 2.** Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box(s). Check as many as apply.

<b>RACIAL CATEGORY</b> <b>(Check as many as apply)</b>	<b>DEFINITION OF CATEGORY</b>
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America ( <i>including Central America</i> ), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.